

CHRIS MANN
Mayor

ROBERT SLAVIN
Mayor Pro Tem

MARK RUTHERFORD
Councilman

SUSAN McSWEENEY
Councilwoman

BETTY DE SANTIS
Councilwoman

June 13, 2003

Conny B. McCormack
LA County Registrar-Recorder/County Clerk
12400 Imperial Highway
Norwalk, CA 90650

Dear Ms. McCormack:

For your information and review, please see enclosed two election-related resolutions adopted by the Westlake Village City Council on June 11, 2003.

Specifically, Resolution No. 1166-03 calls and gives notice of the holding our general municipal election to be held on November 4, 2003, while Resolution No. 1167-03 states that the City will operate its own election this year and further requests that the County render certain services to the City relating to the conduct of the election.

Concerning this second resolution, I have been in contact with both Priscilla Smith and Deborah Wright of your office over the last several months indicating that our City Council wishes to have the City conduct its own election this year. Accordingly, based on feedback from your staff, we drafted Resolution No. 1167-03 stating the City's decision to "de-consolidate" its election from the County. Additionally, as suggested by your office, we also drafted a third resolution (please see copy attached) for the Las Virgenes Unified School District as their school election will also be held on November 4, 2003. This resolution contains language in which the School Board requests our City to consent and agree to the consolidation of their school election (as it occurs within our City boundaries) with our general municipal election. It is my understanding that the Las Virgenes Unified School District Board intends to adopt this resolution at their meeting on June 17, 2003.

Once again, please be informed that the City will be conducting its own election this year. However, pursuant to Resolution No. 1167-03, our City still respectfully requests certain assistance from your office (i.e., computer records of the names and addresses of all eligible voters in the City and printed indices of the voters to be used by the precinct

LA County Registrar-Recorder

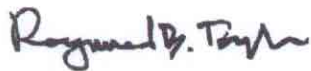
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boards, etc.) in the conduct of our election. Additionally, I should point out that our City will be contracting the firm of Martin and Chapman to assist us with our election this year. Representatives from that firm will be pleased to work with your staff in handling any coordination that may be required in having the Las Virgenes Unified School District consolidate its election with our City's general municipal election.

Should you have any questions concerning the attached resolutions, please feel free to contact me at your convenience.

Sincerely,



Raymond B. Taylor
City Manager/City Clerk

cc: City Council
Dr. Donald Zimring, Las Virgenes Unified School District
Scott Martin, Martin and Chapman
Priscilla Smith, LA County Registrar-Recorder office
Deborah Wright, LA County Registrar-Recorder office

RESOLUTION NO. 1166-03

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF WESTLAKE VILLAGE, CALIFORNIA,
CALLING AND GIVING NOTICE OF THE HOLDING OF A
GENERAL MUNICIPAL ELECTION TO BE HELD ON
TUESDAY, NOVEMBER 4, 2003, FOR THE ELECTION OF CERTAIN OFFICERS
AS REQUIRED BY THE PROVISIONS OF THE LAWS OF THE
STATE OF CALIFORNIA RELATING TO GENERAL LAW CITIES**

WHEREAS, under the provisions of the laws relating to general law cities in the State of California, a General Municipal Election shall be held on November 4, 2003, for the election of Municipal Officers.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WESTLAKE VILLAGE, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

Section 1. That pursuant to the requirements of the laws of the State of California relating to General Law Cities, there is called and ordered to be held in the City of Westlake Village, California, on Tuesday, November 4, 2003, a General Municipal Election for the purpose of electing two Members of the City Council for the full term of four years.

Section 2. That the ballots to be used at the election shall be in form and content as required by law.

Section 3. That the City Clerk is authorized, instructed and directed to procure and furnish any and all official ballots, notices, printed matter and all supplies, equipment and paraphernalia that may be necessary in order to properly and lawfully conduct the election.

Section 4. That the polls for the election shall be open at seven o'clock a.m. of the day of the election and shall remain open continuously from that time until eight o'clock p.m. of the same day when the polls shall be closed, except as provided in §14401 of the Elections Code of the State of California.

Section 5. That pursuant to Elections Code §12310, a stipend for services for the persons named as precinct board members is fixed at the sum of \$75.00 for each Inspector and \$55.00 for each Clerk for the election. The rental for each polling place, where a charge is made, shall be the sum of \$25.00 for the election. When required, the compensation of the Custodian of a building shall be \$25.00 for the election.

Section 6. That in all particulars not recited in this resolution, the election shall be held and conducted as provided by law for holding municipal elections.

Section 7. That notice of the time and place of holding the election is given and the City Clerk is authorized, instructed and directed to give further or additional notice of the

election, in time, form and manner as required by law.

Section 8. That the City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original Resolutions.

PASSED, APPROVED, AND ADOPTED this 11th day of June, 2003.


Chris Mann, Mayor

ATTEST:


Raymond B. Taylor, City Clerk

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RESOLUTION NO. 1167-03

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF WESTLAKE VILLAGE, CALIFORNIA
DETERMINING THAT THE CITY OF WESTLAKE VILLAGE SHALL
OPERATE ITS OWN GENERAL MUNICIPAL ELECTION ON NOVEMBER 4, 2003,
AND REQUESTING THE BOARD OF SUPERVISORS TO
RENDER SPECIFIED SERVICES TO THE CITY RELATING TO THE
CONDUCT OF THE ELECTION**

WHEREAS, a General Municipal Election is to be held in the City of Westlake Village, California, on November 4, 2003; and

WHEREAS, since incorporation in 1981, the City Council of the City of Westlake Village has requested the Board of Supervisors of the County of Los Angeles to consolidate the General Municipal Elections held in November of odd numbered years with the School Elections held on those same dates pursuant to Section 10403 of the Elections Code.

WHEREAS, the City Council of the City of Westlake Village wishes to "de-consolidate" its November 4, 2003 General Municipal Election, and operate its election through the City Clerk's Office; and

WHEREAS, although the City has been satisfied with the County Election Department in the conduct of the City's General Municipal Elections over the years, the decision to "de-consolidate" its election is an effort aimed at creating a greater sense of community, civic interest and responsibility on the part of its residents; and

WHEREAS, notwithstanding the City's desire to operate its own General Municipal Election, in the course of conduct of the election it is necessary for the City to request certain services of the County; and

WHEREAS, all necessary expenses in performing the services provided by the County shall paid by the City of Westlake Village.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF WESTLAKE VILLAGE, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

Section 1. That the City Council orders the General Municipal Election on November 4, 2003 to be conducted by the City Clerk's Office.

Section 2. That pursuant to the provisions of Section 10002 of the Elections Code of the State of California, the City Council requests the Board of Supervisors of the County to permit the County Election Department to prepare and furnish to the City for use in conducting the election the computer record of the names and addresses of all eligible

registered voters in the City in order that the City may print labels to be attached to self mailer sample ballot pamphlets; and will also furnish to the City printed indices of the voters to be used by the precinct board at the polling place; and will make available to the City additional election equipment and assistance according to state law.

Section 3. That the City shall reimburse the County for services performed when the work is completed and upon presentation to the City of a properly approved bill.


Section 4. That the City Clerk is directed to forward without delay to the Board of Supervisors and the County Election Department, each a certified copy of this resolution.

Section 5. That the City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original Resolutions.

PASSED, APPROVED, AND ADOPTED this 11th day of June, 2003.


Chris Mann, Mayor

ATTEST:


Raymond B. Taylor, City Clerk

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RESOLUTION NO.

A RESOLUTION OF THE BOARD OF THE LAS VIRGENES UNIFIED SCHOOL DISTRICT REQUESTING THE CITY COUNCIL OF THE CITY OF WESTLAKE VILLAGE TO CONSOLIDATE A SCHOOL ELECTION TO BE HELD ON NOVEMBER 4, 2003, WITH THE GENERAL MUNICIPAL ELECTION TO BE HELD ON THE SAME DATE PURSUANT TO SECTION 10402 OF THE ELECTIONS CODE.

WHEREAS, the Board of the Las Virgenes Unified School District called a School Election to be held on November 4, 2003, for the purpose of the election of (insert number) Members of the School Board; and,

WHEREAS, the Board is submitting to the voters the questions relating to _____; and,

WHEREAS, it is desirable that the School Election be consolidated with the General Municipal Election to be held on the same date and that within the City of Westlake Village the precincts, polling places and election officers of the two elections be the same, and the City Clerk's Office of the City of Westlake Village canvass the returns of the School Election, and the election be held in all respects as if there were only one election;

NOW, THEREFORE, THE SCHOOL BOARD OF THE LAS VIRGENES UNIFIED SCHOOL DISTRICT DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. That pursuant to the requirements of Section 10402 of the Elections Code, the City Council of the City of Westlake Village is hereby requested to consent and agree to the consolidation of a School Election with the General Municipal Election on Tuesday, November 4, 2003, for the purpose of the election of (insert number) Members of the School Board.

SECTION 2. That a measure is to appear on the ballot as follows:

SECTION 3. That the City Clerk's Office is authorized to canvass the returns of the School Election. The election shall be held in all respects as if there were only one election, and only one form of ballot shall be used.

SECTION 4. That the Las Virgenes Unified School District recognizes that additional costs will be incurred by the City of Westlake Village by reason of this consolidation and agrees to reimburse the City for any such costs.

SECTION 5. That the President of the Board of the Las Virgenes Unified School District is hereby directed to file a certified copy of this resolution with the City Council of the City of Westlake Village and the county election department of the County of Los Angeles.

SECTION 6. That the Clerk of the Board of the Las Virgenes Unified School District shall certify to the passage and adoption of this resolution and enter in into the book of original resolutions.

PASSED, APPROVED AND ADOPTED ON _____, 2003.

(Insert signature lines)